

What's in your *Employment Tool Kit*?

- Education & Work History Summary
- Lists of Key Words by industry
- Summarized lists of all your Skills & Qualifications & Achievements for each industry
- Summary of your *Top 10* Qualities
- Next Job & Dream Job Descriptions
- Identified Career Path Goal and Strategies to Reach It
- Target List of Businesses
- Sample Cover Letters
- Several versions of your Resume
- Reference List & Letters of Recommendation
- Professional e-mail address
- Business Cards
- Optional Employment Portfolio – a summary marketing package
 - Professional binder that holds a resume, recommendation letters and/or list of references, copies of diplomas, certificates, awards, new articles or other information that highlights your strengths, qualities, work history and education.
- Optional web site, blog site, membership on social and business web sites
- Pens, pencils, note paper
- Thank you cards and stamps
- Emergency grooming aids



Created by Susan Kay Wilson for *Transition Yourself*®



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